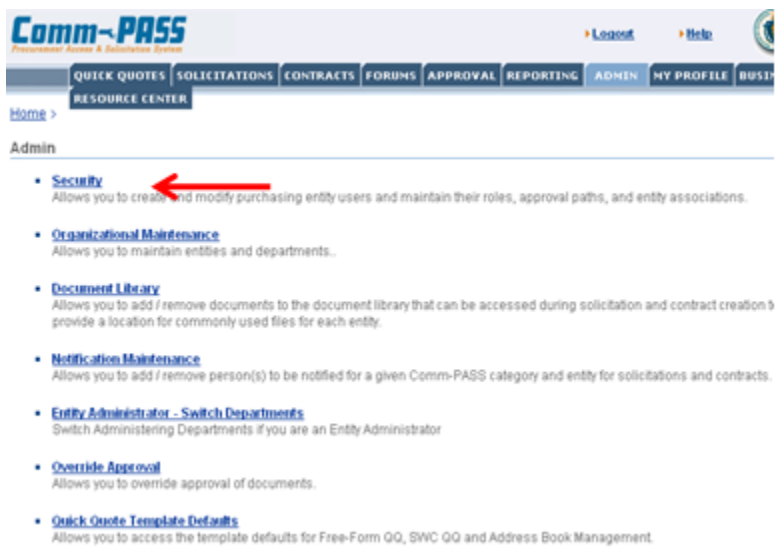# Job Aid:
How to Edit Approval Workflows

- *Please Note:* You must have Administrator privileges on a BuySmart account and be logged in to perform this task.

Step	Screenshot	Directions
1		Log into your BuySmart account.
2		Select the **Admin** tab. Select the **Security** link.

Job Aid:
How to Edit Approval Workflows
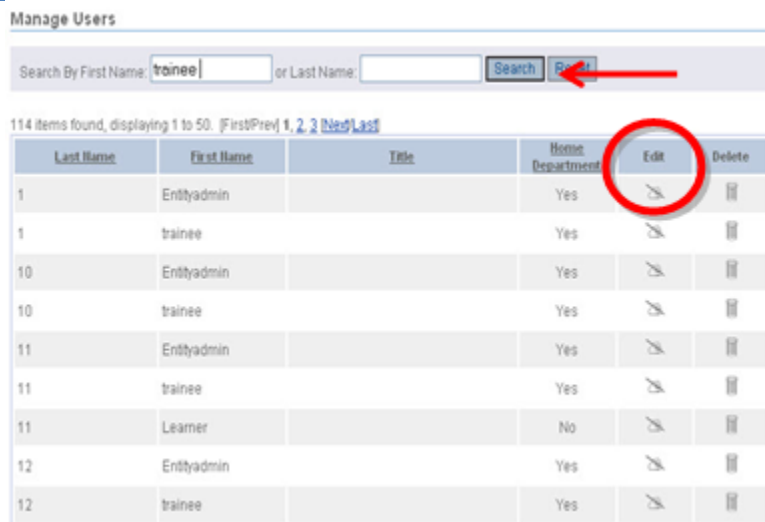
Step	Screenshot	Directions
3		Select the **Manage Users** link.
4		Enter User First Name or Last Name and select **Search**. Select the Edit icon for the corresponding User.
5		Select the **Edit Approvers** link.
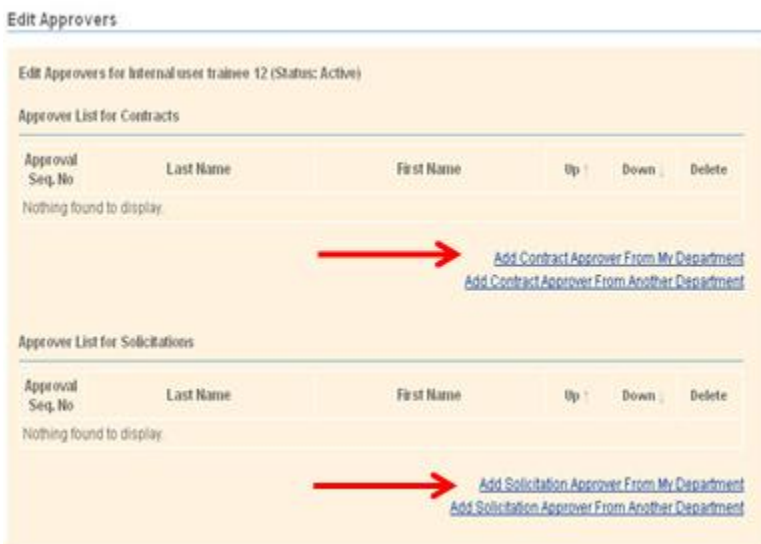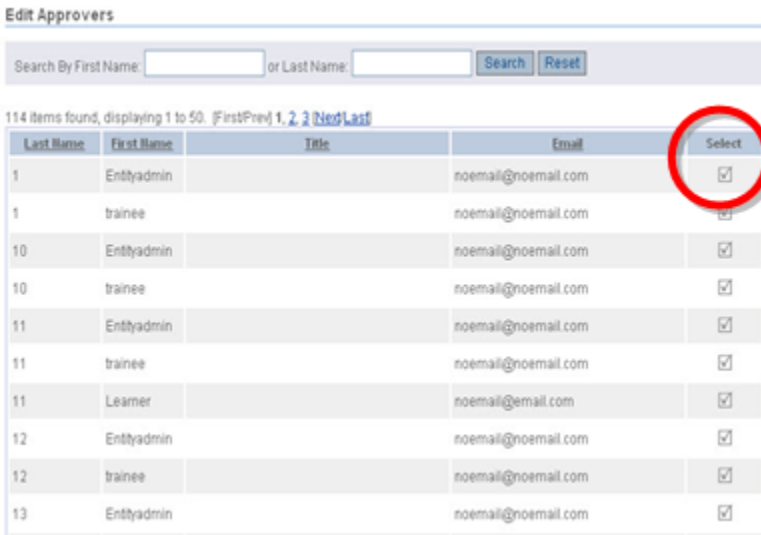
Job Aid:
How to Edit Approval Workflows

Step	Screenshot	Directions
6	Edit Approvers Edit Approvers for Internal user trainee 12 (Status: Active) Approver List for Contracts Approval Seq. No / Last Name / First Name / Up / Down / Delete Nothing found to display. Add Contract Approver From My Department Add Contract Approver From Another Department Approver List for Solicitations Approval Seq. No / Last Name / First Name / Up / Down / Delete Nothing found to display Add Solicitation Approver From My Department Add Solicitation Approver From Another Department	Select the **Add Contract Approver From My Department** or the **Add Solicitation Approver From My Department** link.
7	Edit Approvers Search By First Name: ____ or Last Name: ____ [Search] [Reset] 114 items found, displaying 1 to 50. [First/Prev] 1, 2, 3 [Next/Last] Last Name / First Name / Title / Email / Select 1 / Entityadmin / / noemail@noemail.com / ☑ 1 / trainee / / noemail@noemail.com / ☑ 10 / Entityadmin / / noemail@noemail.com / ☑ 10 / trainee / / noemail@noemail.com / ☑ 11 / Entityadmin / / noemail@noemail.com / ☑ 11 / trainee / / noemail@noemail.com / ☑ 11 / Learner / / noemail@email.com / ☑ 12 / Entityadmin / / noemail@noemail.com / ☑ 12 / trainee / / noemail@noemail.com / ☑ 13 / Entityadmin / / noemail@noemail.com / ☑	Select the Checkbox icon for each Approver.
8	Approver List for Solicitations One item found. Approval Seq. No / Last Name / First Name / Up / Down / Delete 1 / 11 / trainee / 👍 / 👇 / 🗑 Add Solicitation Approver From My Department Add Solicitation Approver From Another Department Approver List for Quick Quotes	Select the Up/Down Thumb icon to reorder the list of Approvers. Select the **Save** button.

![OSD logo - OPERATIONAL SERVICES DIVISION]

Job Aid:
How to Edit Approval Workflows

Step	Screenshot	Directions
9	• Your changes have been saved successfully. ← Edit Approvers for Internal user trainee 12 (Status: Active) — Approver List for Contracts — Approval Seq. No / Last Name / First Name / Up / Down / Delete — Nothing found to display. Add Contract Approver From My Department / Add Contract Approver From Another Department	**Your changes have been saved successfully** message appears.